**Subject:** Re: Christmas Tree Lighting Ceremony

From: Louise Capone **Date:** 11/19/2018, 1:50 PM

To: Joella Hopkins

CC: Louise Capone < louise.capone@lacity.org>, Patricia Delgado < trish.delgado@lacity.org>, Belinda Jackson <Belinda.Jackson@lacity.org>, Gus Sedano <gus.sedano@lacity.org>

To begin the beautiful tree dropped this morning. We video taped it so you can see it.

What do you mean by rentals?

I will work with Belinda on a rep from RAP.

All systems look good for a fun evening including Santa. I'm looking for a big red button thingy to push to turn the tree lights on.

L

# Sent from my iPhone

On Nov 19, 2018, at 1:39 PM, Joella Hopkins < joella.hopkins@lacity.org > wrote:

Hi team.

Louise, thank you for sending over the updated timeline. Looks great.

In terms of speakers, we can have a CD14 rep speak, will someone on behalf of PS speak? or RAP?

What else do we need to manage from our end? Do you have the rentals in place, etc? Please let me know so I can jump on anything else.

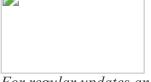
Best,

#### Joella Hopkins

DTLA Area Director & Strategic Media Office of Councilmember José Huizar City of Los Angeles | Council District 14

## City Hall

200 N. Spring St | Room 465 Los Angeles, CA 90012 (213) 473-7014 office | (213) 847-0680 fax



For regular updates and to sign up for our E-Newsletter, please visit our Jose Huizar CD 14 website.

On Fri, Nov 16, 2018 at 1:26 PM Louise Capone < louise.capone@lacity.org > wrote:

Hi There,

Please see reworked time line for Christmas tree lighting ceremony. Please let me know if this works.

On Fri, Nov 16, 2018 at 1:10 PM LCapone < 2

> wrote:

Let me rework the time line. Thanks

On Fri, Nov 16, 2018 at 1:04 PM Joella Hopkins < joella.hopkins@lacity.org > wrote: Hi there.

I have the event from 430 - 730. Can we edit a bit?

Also, I'd love to push the actual lighting ceremony to 6 - this way people can get off work, grab families and get there. So, speaking at 6/lighting immediately after.

Yeah?

### Joella Hopkins

DTLA Area Director & Strategic Media Office of Councilmember José Huizar City of Los Angeles | Council District 14

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On Fri, Nov 16, 2018 at 12:58 PM Louise Capone < louise.capone@lacity.org > wrote:

Joella,

Please see attached the time line for the tree lighting ceremony.

Let me know if it works for your team.

Louise

Louise Capone

Sr. 2 Recreation Director

Pershing Square Outdoor Concert and Event Center

City of Los Angeles Department of Recreation and Parks

Follow Us on Facebook at facebook.com/PershingSquareLA

No problems just solutions.

Louise Capone

Sr. 2 Recreation Director

Pershing Square Outdoor Concert and Event Center

City of Los Angeles Department of Recreation and Parks

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